

5 February 1993

PROGRAMS AND MOBILITY

(C-141)

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1.
2. **Authority.** Air National Guard (ANG) Regulation 66-14 contains ANG policy and procedural guidance for the Programs and Mobility work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, 16 May 88. This ANGMS was developed using functional review procedures.
3. **Applicability.** This standard applies to ANG C-141 Air Mobility Command gained flying units. This standard applies only to peacetime operations.
4. **Standard Data:**
 - a. **Classification.** Type III.
 - b. **Approval Date.** 4 Jan 93.
 - c. **Manpower Data Source.** Staffing Pattern.
 - d. **Standard Manpower Equation.** $Y = 2$ (Constant Manpower).
 - e. **Workload Factor.** N/A.
5. **Application Instructions.** This work center requires constant manpower of two authorizations. No other application instructions apply.
6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operation of this work center.

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JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Director
Administrative Services

2 Attachments
1. **Work Center Description**
2. **Standard Manpower Table**

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Approved by: Lt Gen Conaway
Edited by: Ms. N. Salch
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WORK CENTER DESCRIPTION**Programs and Mobility****(C-141)****DIRECT:****1. MAINTENANCE PLAN:****1.1. MONITORS DEVELOPMENT OF LOGISTICS ANNEX:**

1.1.1. REVIEWS PLAN. Reviews plan and program to determine requirement both by task and by the responsible work center.

1.1.2. BRIEFS PLAN. Briefs the affected work center to complete its portion of the plan or program.

1.1.3. COORDINATES PLAN. Coordinates and consolidates input from maintenance activity and forwards them for inclusion in the logistics annex of the particular plan or program.

1.2. MAINTAINS MOBILITY PLAN:

1.2.1. MONITORS PLAN. Monitors response time and ensures requirement has been satisfied.

1.2.2. CONDUCTS MOBILITY EXERCISE. Conducts mobility exercise, determines response time, and checks procedure established by the activity involved.

1.2.3. CONDUCTS SURVEY. Conducts survey of mobility equipment. Determines availability and serviceability of required equipment and performs replacement action generated from the survey.

1.2.4. PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) REPORT WORKSHEET. Prepares SORTS report worksheet in accordance with AFR 55-15.

1.3. PROCESSES HOST-TENANT SUPPORT AGREEMENT (HTSA):

1.3.1. DEVELOPS HTSA. Develops HTSA generated within the maintenance complex.

1.3.2. COORDINATES HTSA. Coordinates with affected activity to develop a support capability analysis for each agreement having an impact on resource allocation within the maintenance complex.

1.3.3. PREPARES HTSA REPLY. Prepares a reply to the requesting agency citing capability, easibility, and justification for noncompliance.

1.4. PROCESSES INTERSERVICE SUPPORT AGREEMENT (ISSA):

1.4.1. DEVELOPS ISSA. Develops ISSA generated within the maintenance complex.

1.4.2. COORDINATES ISSA. Coordinates with affected activity to develop a support capability analysis for each agreement having an impact on resource allocation within the maintenance complex.

1.4.3. PREPARES ISSA REPLY. Prepares a reply to the requesting agency citing capability, easibility, and justification for noncompliance.

1.5. MONITORS WAR READINESS MATERIEL (WRM):

1.5.1. COORDINATES WRM PLAN. Coordinates with affected activity to discuss equipment and availability of WRM.

1.5.2. INSPECTS WRM. Inspects WRM in-place to ensure compliance with requirement. Determines serviceability and ability to deploy in compliance with plan.

1.6. PARTICIPATES IN EXERCISE. Acts as member of the staff for the Deputy Commander of Maintenance (DCM) program.

2. FINANCIAL MANAGEMENT:**2.1. MAINTAINS MAINTENANCE COST SYSTEM (MCS):**

2.1.1. RECEIVES MCS INPUT. Receives input on MCS item and serves as the focal point for the base-level maintenance cost system.

2.1.2. COORDINATES MCS INPUT. Coordinates with other functional manager and the group manager.

2.2. COORDINATES FINANCIAL REQUIREMENT. Coordinates financial and budget requirement with cost center.

2.3. CONSOLIDATES FINANCIAL REQUIREMENT. Consolidates work center requirement and forwards to the appropriate agency for inclusion in the base budget package.

2.4. MONITORS FUNDS EXPENDITURE. Allocates funds to activity and monitors expenditure.

2.5. ADVISES DCM. Advises the DCM on the status of each activity.

2.6. TRAINS AND BRIEFS FINANCIAL PROCEDURE. Trains and briefs cost center manager on new procedure.

2.7. COORDINATES WITH SUPPLY AND BUDGET OFFICIAL. Contacts agency to resolve problem or discrepancy to the budget.

3. MANNING MANAGEMENT:

3.1. MAINTAINS AND UPDATES UNIT PERSONNEL MANAGEMENT ROSTER (UPMR). Consolidates information from the UPMR, base personnel and authorization document, and develops an effective manning management program.

3.2. PREPARES DOCUMENT. Prepares necessary adjustment document and corrects discrepancy noted during the consolidation process.

3.3. ADVISES DCM. Advises the DCM on manning status and problem encountered in maintaining an effective and efficient maintenance force.

4. FACILITY MANAGEMENT:

4.1. ALLOCATES FACILITY. Identifies requirement, evaluates layout diagram, determines the safest and most economical use for available floor space, and assigns facility.

4.2. PREPARES REQUEST. Prepares request for additional space.

4.3. MONITORS WORK ORDER. Monitors Civil Engineering (CE) work order AF Form 332, BCE Work Request, or AF Form 1135, BCE Real Property Maintenance Request on construction or major revision of requested additional space.

4.4. MAINTAINS MASTER AIRCRAFT PARKING PLAN:

4.4.1. COORDINATES PLAN. Coordinates the requirement of maintenance control and affected maintenance activity with Operations, CE, Fire Department, Security Police, Safety, and affected tenant unit.

4.4.2. PREPARES PLAN. Prepares and distributes the completed plan.

4.5. MONITORS TELECOMMUNICATION REQUEST. Monitors telephone or data line installation request generated within the maintenance complex.

4.6. MAINTAINS DIAGRAM. Maintains diagram of each facility assigned to the DCM complex and reaccomplishes diagram upon realignment of space allocation.

4.7. CONDUCTS INSPECTION. Conducts annual facility inspection to ensure proper use of allocated space.

5. CORE AUTOMATED MAINTENANCE SYSTEM (CAMS):

5.1. INPUTS DATA. Inputs data to CAMS to update the system.

5.2. REQUESTS PRODUCT. Inputs request for selected output product.

5.3. REVIEWS PRODUCT. Analyzes output product to determine trend, gathers necessary information to aid in management of personnel resource, and makes necessary correction.

5.4. DISTRIBUTES PRODUCT. Breaks down, marks, and distributes the output product.

6. COMMERCIAL CONTRACT:

6.1. PROVIDES TECHNICAL ASSISTANCE. Assists base function in the development of a commercial contract generated in support of the maintenance complex.

6.2. COORDINATES CONTRACT. Coordinates with base function to ensure fulfillment of contract responsibility.

7. STOCK FUNDING DEPOT LEVEL REPAIRABLE MANAGEMENT:

7.1. DEVELOPS COST FACTOR. Develops cost factor to use in future budget consideration.

7.2. ANALYZES BUDGET ESTIMATE. Analyzes budget estimate for validity and conformance with budget directive.

7.3. PREPARES NARRATIVE JUSTIFICATION. Prepares narrative justification to support fund requirement.

7.4. CONSOLIDATES MAINTENANCE COST CENTER BUDGET ESTIMATE. Consolidates maintenance cost center budget estimate and forwards to the appropriate agency for inclusion in the base budget package.

7.5. MONITORS OBLIGATION DATA. Compares obligation data to maintenance financial plan.

7.6. PERFORMS ANALYSIS. Conducts study, prepares financial summary in narrative and graphic form, and analyzes maintenance cost center financial trend. Advises the maintenance staff and maintenance personnel on analysis results.

7.7. REVIEWS COST TRANSACTION. Reviews supply and accounting transaction for accuracy. Coordinates deviation with shop or organization. Corrects accounting error.

7.8. RECOMMENDS FUND REDISTRIBUTION. Reconciles and recommends redistribution of fund according to mission requirement and approved program.

7.9. CHANGES CODE. Implements and reviews change to financial management code.

7.10. PROVIDES ASSISTANCE. Assists staff and maintenance organization to develop subsidiary program to manage and administer the financial plan.

8. UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY REQUIREMENT. Performs planning or scheduling task associated with preparation for UTA weekend and mobility requirement.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Programs and Mobility/21040A			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Logistics Plans	661XX	CIV	1								
Cost Analysis	674X0	CIV	1								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											